



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

EXCERPT FROM THE APPROVED MINUTES OF THE 6th Non-Academic Personnel Board Meeting

Via Zoom: Meeting ID: 920 7657 4188
March 14, 2025

The Presentation of Final Comparative for the Administrative Assistant II (Clerk IV) for OP, was presented and deliberated.

Plantilla Item No.: ADAS2-49-2004
Position: Administrative Assistant II (Clerk IV)
Educ. Requirement: Completion of two years studies in college
Elig. Requirement: Career Service (Sub-Professional) First Level Eligibility
Experience Requirement: 1 year of relevant experience
Training Requirement: 4 hours of relevant training
Salary Grade: 8 (20,534.00)
Job Code: LPEJNY
Designated Office: OP

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NAME	AGE	ELIG	EDUCATION (15%)		EXP (15%)	PERF (20%)	POT (10%)	TRNG (5%)	AWD (5%)	PCPT (15%)	SKILLS (15%)	TOTAL	RANKING
			Degree	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.		
PAMAOS, Les Andre B.	30	CSP	MM in Bus. Mgt. (36units) BS in Agribusiness Grad.	14	8.97	9.92	9.60	5.00	0.00	14.67	14.13	76.29	2 nd

Thereupon, below is the NAPB action which was approved by the University President.

NAPB Resolution No. 87 Series of 2025

Submitting the result of the final comparative assessment of the five (5) shortlisted applicants for the position of Administrative Assistant II (Clerk IV) for OP. For the appointing officer to select the deemed most qualified for appointment to the vacant position, subject to the approval authority of the Commission on Elections (COMELEC).

March 14, 2025

President's Notation: "Appointing the second-in-rank applicant, Ms. Les Andre B. Pamaos subject to COMELEC ban of appointments."

Certified True and Correct:


LUVILLA G. ALCOBER
NAPB, Secretary

Cc: **Ms. Corazon A. Padilla**, Executive Assistant IV (Chief of Staff)
Ms. Les Andre B. Pamaos